DOCUMENT RESUME

ED 235 822 IR 050 480

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TITLE Library Service to Local Jails: Guidelines.
INSTITUTION Florida State Library, Tallahassee.
PUB DATE Jun 79
NOTE 34p.; A Florida State of the Arts publication.
PUB TYPE Guides - General (050) -- Reference Materials - Bibliographies (131)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Check Lists; Correctional Institutions; Guidelines; *Library Materials; *Library Material Selection; *Library Personnel; *Library Services; Prisoners; *Prison Libraries; Program Development; Program Implementation; *Public Libraries
IDENTIFIERS *Library Procedures

ABSTRACT

This document discusses the reasons for providing public library service to local jails from the viewpoint of the inmate, the library, and the jail administrator; and provides guidelines for establishing and operating this service. Topics covered include: obtaining approval from library and jail administrators for a library jail program; material selection policies; book processing; professional and support staff requirements and responsibilities; procedures for providing access to library materials and services; recordkeeping; the scheduling of library activities; dress, language, and other problems related to library jail services; and security. Special programming activities are also suggested, including films, discussion groups, literary publication of inmates' writing and artwork, and art shows. Appendices present a worksheet for planning library services to jails; a suggested list of authors, paperback books, and magazines for library jail collections; a suggested list of sources of gift publications; and a nine-item glossary. (ESR)

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LIBRARY SERVICE
TO
LOCAL JAILS

GUIDELINES

JUNE 1979

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IR057 480

GUIDELINES FOR LIBRARY SERVICE TO LOCAL JAILS

I. Introduction

Because of the variations among both public libraries and county jail facilities even within the state of Florida, it does not seem reasonable to establish standards for library services to the inmates of jails. Rather, it seems more to the point of good service to provide some guidelines and let each librarian use whatever information that is applicable in the particular situation.

In opening a discussion of the "whys" of public library service to local jails, there are three viewpoints to consider: the library's, the jail administration's, and the inmates'. Let us consider the last first, by way of motivation.

The Inmate

Imagine this: you are housed in less than spacious quarters with 10-12 strangers; some of these strangers are desperate people and you live in fear of them. Your "personal" possessions consist of the clothes on your back, a cup, a toothbrush, a comb, maybe some pencils and paper (all jail issue). The chief source of entertainment (and fights) is a television set. Sometimes there is piped-in music, but more often than not, the TV provides the background noise for most of the day. You have not left the confines of your cell for four months, except to see your lawyer and to appear in court, neither of which involves leaving the building. Visitors are allowed in once a week, but you may go for weeks without seeing anyone except for jail personnel, the

chaplain, the nurse and an occasional official from the court. The days are endless. The noise level is awful...steel against steel clanging all day and night as other inmates are moved or meals are served or medication is passed. You eat when you are fed, rather than when you are hungry. You go to bed when someone else turns off the light. The view from your window is barred and screened; the sky always look gray. And you may not even have been proven guilty by the court...this is a common lot of the county jail inmate. If there is little or no library service, a book or magazine becomes precious beyond reality. Reading becomes a whetstone for a mind dulled with days of waiting; it becomes an acceptable escape route from the oppressive life in which you are caught up. It may even ultimately become your salvation of the spirit, if not the flesh. It may give you hope for a better future or at least make the present tolerable. Over and over jail inmates say, "you don't know how much these books/your visits mean to me".

The Library

It is the purpose of every public library to provide its services to all facets of its community, to whatever degree practical. The inmates of local jails, for the most part, were residents of the community and will return to that community upon their release. The current problem is one of mobility. The biggest difference between them and the rest of the library's patrons is one of accessibility, just as it is for nursing home residents or the handicapped or the rurally isolated or any other group who cannot use traditional library services in traditional settings. The rationale for library service to local

jails is contained in each library's general statement of service or should be implied in the same way that bookmobile and other outreach service are implied.

The Jail Administration

Some benefits (direct & indirect) of library services to the inmates:

1. Inmates who are reading are not getting themselves and others into trouble, nor are they causing extra work for the jail officials with any trouble.

2. The service costs the jail nothing and does not burden the jail staff with any extra responsibility.

3. It is good public relations for the jail to have as many services as possible for the inmates, especially since county jails are dealing with people who may be proven innocent. This kind of service also is good for the jail when they are seeking outside funding or dealing with accusations of unfair treatment of inmates.

Where to Start

1. Planning

a. Assess the situation in the local jails: number of facilities, average daily population, current educational or recreational services.

b. Assess the library's potential commitment of this service in realistic terms: staff time, materials, access to general library collection, source of assistance.

c. Using the above information, put together a reasonable proposal for library service, including the possibilities of LSCA funding or other sources of money besides the library's budget. Go slow on this one. Make the request within perceived limits in the system.

d. Work up as detailed a proposal as possible before the planning session with library administration. If possible, consult with someone who is already doing this type of service or who has some expertise in the area.

e. Make all aspects of the plan negotiable (See worksheet, Appendix A).

2. The Jail Administration

Once the library blessing has been obtained, the next potential block is the jail administration. This is where diplomacy and tact are most needed. If the administration gives you a favorable welcome, be grateful and do your best to live up to their confidence in you. Never do anything to violate jail security, be helpful and courteous to the corrections staff and you'll probably have it made.

In the event that the jail administration raises serious doubts about the benefits of this service or are not interested, don't force the issue, retreat politely and use another tack. Is there someone in the library administration, on the board or among the Friends that can go to bat for you? Perhaps you could find someone who is in a social or fraternal organization with the person in charge of the jail administration. Be patient. Many jail administrators have had bad experiences with outside social service agencies and you may have to overcome others' mistakes. If necessary, set up a specific contract with the jail, giving both sides' obligations, keeping their's at a minimum. Get written statements, in any event, of jail policy regarding library service, including admission of library staff to the facility.

Some points to clarify with the jail administration:

Are there to be any restrictions on library materials brought into jails? (Probably they will not want the inmates to have anything on locksmithing, or books that have any metal that could be used as a weapon, at the very least). No matter

how petty or absurd some restrictions may seem to you initially, do not get into that battle until you have your foot in the door. If the materials in question represent an issue worth fighting over, do so when you have established yourself as trustworthy and as having high regard for jail policies. Once you have talked with the jail administration, put into writing a statement of policy for both parties.

What are the jail policies about admitting library staff? Do you need identification cards from the local law enforcement agency? Does the jail issue its own? Do you have to call ahead or just arrive at your scheduled time? If the procedures seem unduly complicated, try to get them in writing.

When asking about policies, if there is hesitancy on the part of the jail administrator, just remind him/her that you must also be responsible to the library administration or board; that line of reasoning is almost always accepted.

Avoid absolute contracts; they are probably more limiting than helpful. However, if the need exists or the administration insists, go ahead, but leave room for changes.

Material Selection Policy

The following section refers to the basic jail collection. See Section V for procedural details regarding the circulation of material from the general library collection.

1. Sources of materials:

   Purchases: see Appendix B for suggested booklist

   Donations: see Appendix C for sources of gifts

2. Book selection:

In purchasing materials, your only criteria (aside from library policy) will be how to make the money go farthest within whatever restrictions the jail administration has set down. Consider paperbacks to be the first priority: they are the best buy for recreational reading and the most expendable. In accepting donations, take everything that you are given with a smile and then exercise your own selectivity in private. There may only be a few magazines in a box that are useful to the service, but that's more than you had 20 minutes ago. Try not to offend any source of materials. Actively solicit from the best sources, such as bookstores, staff members with magazine subscriptions (do not be embarrassed about asking fellow staffers for last month's Ebony, Playboy, Car and Driver, etc... remember, they'll only throw them out eventually).

As time goes by, you'll get more and more requests from the inmates and be better able to make selections based on your knowledge of the highest demand materials. Appendix B is intended as a guideline until you get better acquainted with your particular group. Being as open as possible with the inmates will give you the best idea of what they really want...if you are scornful of their requests, you'll never find out what they want and not be able to help them in readers' advisor capacity. Some requests will seem strange or garbled to you at first, but if you persevere, you'll eventually be able to anticipate the request and develop a real rapport with your clients.

3. Book processing:

A property stamp is probably the only processing necessary for most jail collection materials. It seems that a lot of library services to jails fall short of the mark by being overly concerned with proper checkout procedures and getting the materials back. Remember that people in jail have little or no control over

their own lives. An inmate could have every good intention, but when he's out seeing his lawyer, another inmate might take his book and set fire to it to heat some coffee.

Depending on the method of distribution used in each case, keeping circulation records may be too time-consuming to be valuable. Keeping any but the rawest figures may be impossible when a few men make selections for whole cells or there are 5-6 inmates at a time making requests and picking up materials. Also, consider the psychological benefits of running the jail service on an honor system. Since most of your books will be gifts or paperbacks, their loss is not that serious. Many "lost" books will in fact be circulated among the inmates. Nothing else in the jail will be run on such an open system, which will start you out with a good reputation among the inmates. The corrections staff also will be pleased not to have to get involved with tracking down your books. As a matter of policy, you might ask the processing section of the jail (or whoever is in charge of releasing inmates) not to let the books leave the facility if they can possibly help it. If the jail runs periodic shakedowns (pulling all extraneous materials from the cells such as extra clothing, plates, and searching for contraband), you might consider asking that excessive books be returned to you after the shakedown. At each visit, ask the inmates to return to you any books that they are finished with or that are just cluttering up the cell. Allowing the inmates a little responsibility within their limited range will gain friends and you may eventually get to the point where materials are routinely returned by a few men for each cell area. Consider magazines to be out-and-out giveaways.

In addition to building rotating collections in each facility, it is also helpful to keep a stockpile of materials in your custody (preferably at the library so that you can keep an eye on things). This collection will provide you with a constant source of new materials to bring into the jails, help you keep track of the more popular items, and should be a source for many of your special requests. It is strongly recommended that you keep a supply of paperback dictionaries and as many of the most popular items (see Appendix B) as possible to fill requests without having to worry about circulation procedures and lost articles. There are a lot of things in this area that you will have to learn as you deal with the institutions, for each situation will be different, but keep in mind that because of the conditions in the average jail, flexibility is the key to success, from every angle.

IV. Staffing

Whether you are in a position of being able to afford two people assigned to jail service or only one part-time person, training and continuity in staffing are very important. Training is essential to avoid violating security, making inappropriate decisions or doing something that reflects poorly on the library or the jail program. Continuity is equally necessary to provide a smooth operation. Since most jail schedules are rigid (see Section V.), even slight variations can cause problems with the jail staff. It is therefore highly recommended that where jail service is handled exclusively by one person, at least one other staff member should be sufficiently trained to act as a substitute on short notice.

There should be no consideration given to age, sex, race or any other such arbitrary factor in deciding who shall be the librarian that handles the jail service, but some of the following points should be considered:

1. A jail is no place for bigotry. The inmates are frequently people who live by their wits and they will know immediately if you are prejudiced. This will limit or destroy effectiveness with patrons.

2. A librarian or a library aide with some experience in library work should be the primary person responsible for the jail service, including doing the actual visits to the jails. Library experience is important because of the reference and readers' advisory functions of the jail librarian; also, someone with prior experience is necessary because he/she will probably be working alone for much of the time and will not have someone else to help them out.

3. The inmates are capable of picking up on fear. In order to maintain respect, it is necessary to be forceful enough to compete with the high levels of activity in most jails. Also, as an advocate librarian with a very particular clientele, it will be necessary for the librarian to support the jail service to the rest of the library and sometimes to the community at large.

4. A sense of humor is a must...along with stamina, tolerance for hard work and demanding patrons...patience is important.

In discussions among experienced jail library workers, it has often been noted that the success or failure of such a project is often a function of personality. That is not to say that one type of person does the job better than others, but that there is some indefinable quality that must be present in the jail librarian who will make it. Some of the above listed qualities approach a description of a good jail librarian, but don't give the whole picture. There is also a necessary concern for people and the rights of the oppressed...and a dash of

bravado...and a commitment to the service...and a high tolerance for difficult situations...and a level of flexibility beyond what is usually demanded for a librarian who is more concerned with neat record keeping than for getting books and people together with the least amount of hassle for everyone. The jail librarian must deal equally with all segments of society, including some kinds of people that would never be library users on the outside. The jail librarian should not judge; nor should the jail librarian carry around distinctions about certain kinds of crimes or criminals...it is usually best for all concerned if you do not know with what an inmate is charged.

There is no formula for success...just a basic determination to succeed will often suffice.

Assistant for the Jail Librarian: In the case of a small public library this assistance could be worked into the schedule of one or more employees. At the very least, there should be someone sufficiently trained to step in when the primary jail service person is absent.

Some of the qualities, especially in the area of attitude, listed above for the jail librarian also apply to the person who is the assistant in this function. Flexibility, capability of hard work, some knowledge of recreational reading and a willingness to work with the inmates' requests are necessary traits.

Responsibilities:

1. General clerical work, including shelving in the in-house jail collection, counting and packing material for weekly deliveries, keeping figures for monthly reports (depending on how this is handled, the librarian may also be involved), maintaining order files, typing, etc.

2. Assisting the librarian in the jail visits. This is important for for several reasons: the clerk can act as a backup person with another librarian, to provide continuity of service and to eliminate the necessity of jail service depending on the health and stamina of only the librarian; the clerk will also function as another resource person in helping the inmates pick out materials from the jail collection or making special requests; another person on the jail service also will provide physical assistance in getting the materials to and from the jail; last but not least, the clerk and the librarian should work together amicably to help relieve the tensions that come naturally with the circumstances of dealing with the incarcerated. This last cannot be taken seriously enough; it can be a very depressing experience. Some relief, preferably in the form of a companion who is having the same experiences, is almost as much a necessity as carrying Westerns. Two people can discuss the problems encountered and deal with them as a team, rather than having the entire burden fall upon the librarian. The clerk becomes someone to joke with to release tension, a friendly and familiar face in harsh surroundings.

Ideally, the clerk will also be someone whose reading interest and tastes differ enough from the librarian's to be complementary in helping the inmates select books. If at all possible, this position should be one of the higher clerical ranks in the system to encourage quality people to apply and stick with it. A lot more is demanded in this position than is usual for a circulation or processing clerk and should be treated as such.

3. This clerk should also be someone who can take phone requests from the inmates and deal with routine questions when the librarian is unavailable. While most of the requests should be handled by the librarian, the clerk can and should fill in as needed.

Procedures

1. If there is a jail library on the premises, work out an arrangement with the administration for liberal hours sufficient to provide weekly service to each cell or group of cells. This may be accomplished in numerous ways; two examples follow:

a. having a few men from each cell pick out materials and place requests for the whole cell.

b. rotating on a biweekly basis the men who are brought to the library.

Note: It is not a good policy to use inmates or trusties to deliver materials to other inmates unless it is absolutely necessary. Books may or may not reach the intended person. Library materials may become "black market" items...books sent to inmates via trusty will be traded for candy or cigarettes or whatever the local medium of exchange. The trusty or inmate may keep the materials for his/her own use. This is even a problem with some corrections staff, but more so with the inmates.

2. In some jail facilities, because of continuing lack of space, the best method of library service is simply to bring books around to each cell, using a library cart. (Slant shelved book carts with the spines of books showing are best.) Arrange for the method of service that will give the most inmates access to the books. If possible, have inmates brought out of cells 2 or 3 at a time to look over the materials. If that is unreasonable in terms of time or available corrections staff to guard the librarians, try to work out some other method, possibly working on the barred side of the cells or in the hallway, if there is a food service opening and a window in the

door. Each facility will be different and the particulars of cell delivery should be worked out according to the limitations of the layout.

3. In between library vists, communications with the inmates can be maintained:

a. Give the inmates the library's public telephone number so that they can call, if that's possible.

b. If there is some kind of corrections counselor or teacher in the jail, work out an arrangement for requests to be filtered through that person. This is particularly valuable if the contact person is around the jail on a regular basis and can be relied upon to deliver messages.

c. If the jail does not have a formal request slip procedure, make up forms of your own and distribute them to the cells. Ask the inmates to either phone in requests as a group or turn the slips in the following week to cut down on the request writing that you will have to do on your visits.

d. Inform the library staff that requests called in from the inmates or received in any other manner are to go directly to the jail librarian for handling. This will eliminate duplication (some inmates will ask for the same material numerous times until they get it, even though you have already told them that the book is on reserve or will be delivered at a certain time).

4. The inmates should have access to all resonable library services. Exceptions to this can be made based on common sense and jail policies:

a. as inmates do not have access to record players or other such equipment in most places, lending them audiovisual materials is not practical.

b. as inmates are not allowed to hang things on the wall, circulating art work or posters are not advised.

c. because of the short and uncertain duration of the inmates' stay in any county jail, ILL procedures may not be followed since the materials would often not arrive in time to be useful. Also, some discretion must be used because of the inability of the inmates to be totally responsible for the materials or their replacement.

A suggestion for charging out materials through the regular library procedure: use the title of the person responsible for the jail programs as the "patron" whose name appears on the circulation records. This way overdue notices and such can be handled directly by that person. Keeping track of the inmate for whom the materials were obtained is feasible in a small operation, but will probably be meaningless most of the time -- the inmate is long gone before the overdue notice is issued.

5. A loose statistical methodology (or, how to keep track of where you sent what):

a. keep numbers of materials sent to the jail by type of materials and by jail location;

b. record both number of requests taken and number of items sent to fill those requests;

c. record numbers of programs (e.g. films), location, dates, number in attendance;

d. if necessary, keep separate statistics of requests taken by phone, in person, by jail communication systems, or whatever;

e. keep whatever other figures the library system requires.

Note: It is strongly suggested that only materials from the regular library collection be checked out through the standard circulation system and

that materials specifically from the jail collection be circulated as freely as possible. This will keep the service in line with library policy but avoid complications arising from having ALL materials registered in the regular circulation system, including those which are gifts or inexpensive paperbacks that really don't need accounting.

6. The jail service librarian should immediately begin to enlist the cooperation and support of all jail personnel: corrections officers of all levels, counselors, teachers, etc. These people can be informal liaisons with the inmates as well as the administration. Many times, working with the right corrections person can make the service run more smoothly, cut down on book loss, and generally make the service more pleasant for all concerned.

Schedules: This section is particularly important because of the rigid timetable that operates in most jails.

1. Fixed times to avoid:
    a. meals
    b. chaplain services
    c. visiting hours
    d. head count (securing all cells)
2. Fixed times to work around
    a. nursing rounds
    b. classroom activities
3. Other activities that must be coped with:
    a. court people - lawyers, bailiffs, police, who are usually around all during normal working hours
    b. chaplains and counselors working with inmates
    c. random inspections or shakedowns
    d. cleaning crews

In general, the best time to run library service in most jails is after 5 p.m. when there are the fewest other activities. The jail administration will be able to advise on the best time for their particular situation.

ASSORTED PROBLEMS

1. The loneliness of the jail librarian...in this position, you will find that most of your fellow professional librarians do not really understand what you do or why. It is your additional responsibility to educate them. It is also almost a necessity to seek out other librarians in the state who are in similar work and share ideas, complaints, joys and sorrows with them. They can be an invaluable source of information and consolation and support.

2. Dress...when jail librarians are around the library, they more often look like the janitorial staff than a librarian. The best dressed jail librarian is probably wearing dreadful looking but comfortable shoes with arch supports (or limping from the effects of walking around on concrete floors for hours without much rest); a high-necked smock on females for modesty...the inmates will always try to look if they perceive any opportunity; clothes with pockets since purses are an encumbrance, a nuisance and probably forbidden. Also, the jail librarian "uniform" is highly washable and sturdy, short on the fashionable side, long on practicality...respectable jeans or cords are often best in terms of durability. Jails, because of the number of people in and out all day, tend to be dirty, no matter how extensive the effort to keep them clean...food remnants are on the doors and food service holes...floors are tracked up almost as soon as they are washed (even in places that wash the floors and walls 3-4 times a day). For women, skirts are totally impractical because of the constant bending and stretching and for other obvious reasons. Light colors will grey within minutes of entering the jail just because of the dust raised by the heating or fan system.

All sorts of metal protuberances await a piece of clothing to snare.

3. Some minor benefits...most jails run on coffee -- endless, strong and often even decent -- your cup will runneth over, if you like. If you are accepted by the staff and are around before or after mealtimes, you can supplement your diet with assorted pieces of fruit or snacks. (It is not a very good idea to ask for food since there may be restrictions on feeding outsiders [budgets for meals are very tight in some places], but accepting the offer is a sign of good faith.) However, never accept food that has been in the cell...you don't want to know what may be in or on it. Accepting coffee from a trusty is ok, and it will make him/her feel useful.

4. Smokes...unless you own stock in a tobacco company, do not give out cigarettes to the inmates. Once you give to one, you are under the obligation of fairness to give to anyone who asks. If you don't smoke, consider the fact that almost everyone involved in the jail does, guards, inmates, workers.

5. Language...(see Appendix D for some useful definitions) because the jail librarian is usually from an entirely different culture than the inmates, despite similarities of age, sex or race, understanding one another can be a problem. You cannot master "jail talk" or "street talk" like you can German... it is a constantly changing language and varies greatly from place to place. The best you can do is attempt to make yourself understood and press for explanations when you don't understand the inmates. Their grammar is almost uniformly atrocious; words have meanings not found in any standard dictionary; sentence structures are more poetic than accurate. You can communicate without pretending to be one of them. You will eventually catch on to the jargon. The importance here is in communicating; hang in until you understand them

and they you. Do not be condescending.

6. Catcalls, etc...any person of the opposite sex going into a jail is in for the biggest embarrassment they've had in a long time. Both men and women inmates react favorably and loudly to a new outsider whom they find even remotely attractive. This will usually stop as soon as you get down to business. Do not blush and do not answer back unless you absolutely cannot help yourself. This is no place for anti-sexist debates. You can put an end to the comments by being yourself and getting on with the library service as quickly as possible. If this doesn't work, let the inmates know that you find their comments unwelcome and that you'd like them to stop. If that doesn't work, walk away. If you try to get them to stop and they don't and you stay anyway, you become a goat and the harassment will never stop. Let them know that you, at least, have some self-respect and will not tolerate behavior that you find offensive. They will understand that and respect you for it. Some of the inmates will even police the others if they respect you.

7. Security

a. Cardinal rule: When a corrections officer asks or tells you to leave the area or the building in the middle of your rounds, do so immediately. This is usually done if there is trouble among the inmates or a dangerous inmate is being moved. Leave your books, whatever, where they are and arrange to pick up later.

b. Do not put anything in the cell besides books and magazines. Do not give out pens or pencils; such things may be forbidden to certain inmates. Keep pens and reserve cards in your pocket unless you are using them; if you set down pens and such even briefly, they will disappear.

c. Do not carry anything unnecessary on your person, especially

a steel comb or anything that could be taken from you to be used as a weapon.

d. Use common sense, but always abide by jail security. When you have the slightest doubt, ask the ranking officer.

OTHER PROJECTS AND PROGRAMS

Sometimes it may be necessary to establish jail service by first offering some kinds of programs that will help to develop rapport with the inmates. These programs can also be worked around jail schedules. No matter what avenues the jail library service uses, distribution of books and taking special requests should always be included so that the primary function of the library service is not lost in special programming.

1. Films: The State Library is the best source of free worthwhile films in this state. Second is the Modern Talking Picture Service out of Atlanta. The disadvantage of the latter is the time lags between ordering films and actually getting them, periods that can range up to several months. Even with the State Library, it is best to be flexible in scheduling and to plan as far ahead as practical.

Suggested high interest films:

--National Geographic or similar outdoor type films... truly escapist fare. (Also included in this category are exciting outdoor sports of any kind, excluding such sedentary activities as fishing. Mountain climbing, hunting, water and snow sports all make for highly entertaining programs while being subtly educational.)

-- Popular sports films: football, wrestling, baseball,

martial arts, etc.

--Music, such as Monterey Pop, Aretha Franklin, etc.

--Old comedies, particularly Laurel & Hardy, Charlie Chaplin, the Three Stooges, ad nauseum.

--Western and adventure stories, like the "Appointment with Destiny" series (The Plot to Murder Hitler, John Dillinger, Shoot-out at the OK Corral)

--Black interest films, if the composition of the audience warrants.

2. Discussion groups: if time and space allow, you can use the films as starting points for discussion. Audio and video tapes, if equipment is available, can also be used to encourage discussions. And of course, there's always book talks or presentations on subjects of interest. One group of inmates was fascinated about the library's new computer and the implications of its use; another time, they wanted to hear a speaker about women's rights ...an interesting request for 15 men, most of whom turned out to be in favor of equal rights, much to their counselor's surprise. Having books related to the topic on hand for immediate distribution is an excellent way to get some inmates interested in subjects that they may not even have considered before. Also, discussions can revolve around their immediate concern of their interaction in the legal system, e.g., should prostitution be legalized; is indeterminate sentencing fair; etc.

3. Literary publications of inmates' writing and art work: the inmates of Orange and Seminole counties, with the help of a grant from AAUW and the dedication of Gretchen Conduitte, produced a pamphlet of their own works. This project was popular with the whole jail, contributors and readers alike, and did much to promote creativity in the limited surroundings.

4. Art shows: displaying inmate art in public places accomplishes two things: it makes the public more aware of the inmates' condition and gives the inmates a sense of pride just knowing that other people think enough of their work to display it and that outsiders will become aware of their efforts to maintain and develop their talents while incarcerated.

APPENDIX A WORKSHEET

1. Number of facilities -

2. Average daily population, each facility -

3. Educational/recreational programs -

4. Estimated library time involvement:
   (Allow about one hour in the jail per 50 inmates, plus half that time in-house for preparation. Some preparation time should be clerical. Clerk may accompany librarian, but librarian should always be present for actual visits to the facilities).

5. Estimated book budget: (allow about $2.00 per inmate initially, or whatever the market will bear; emphasize use of donations and other free and dispensable sources of recreational materials).

6. Schedule: to be negotiated with the jail administration to minimize interference with jail schedule and to maximize the number of potential library users among the inmates...e.g., not during the meal time nor early in the morning when most of the inmates are still asleep).

7. Trial period: to be negotiated, IF NECESSARY, with library administration.

8. Recordkeeping: circulation records according to library policy.

APPENDIX B

A casually compiled and annotated booklist of suggestions for basic paperback materials for jail library service.

Premise #1: Inmates reading habits, over the long haul, cover the same kinds of materials that are in demand in the average public library. The following list merely includes some of the most popular request items.

Premise #2: No list of any kind is ever complete. This is no exception.

(Items or authors starred (*) are the most highly recommended for a basic collection). Some high popularity categories, in no particular order:

WESTERNS (especially LOUIS L'ARMOUR*)

Short, Luke

Grey, Zane

Edge* series by Gilman

CURRENT FICTION

Brautigan, Richard

Vonnegut, Kurt, Jr.*

Wolfe, Tom

Hesse, Hermann*

Rand, Ayn

MacLean, Alistair

Tolkein, J.R.R.*

BLACK HISTORY/BIOGRAPHY

(Note: since there is not a lot that is available in this area and the demand for Black interest materials is usually high in jails, anything in this category should be considered a necessity).

Cleaver, Eldridge* (also because of PRISON LIFE and REVOLUTIONARY subject matter).

Hailey, Alex

Malcolm X*

Wright, Richard

BLACK FICTION

Baldwin, James*

Goines, Donald*

Beck, Robert (aka Iceberg Slim)***

(These last two authors are published by Holloway House in California. They write "fiend" books...on pimps and hookers and street life in general. Most librarians have never heard of these two or the other authors in the Holloway House group, but most of the inmates know them well and will request specific titles and authors, gleaned from the backs of other books. While these items do not generally rate high as literature, they are in incredibly high demand. Buy all you can afford or need for your inmates.

SCIENCE FICTION/WEIRDO STORIES

Poe, Edgar Allen*

Hitchcock, Alfred*

Serling, Rod (Twilight Zone Stories)*

Heinlein, Robert*

Clarke, Arthur C.

SERIES

STAR TREK (any and all)

EXECUTIONER* by Pendleton

DESTROYER*

GOR Series

MANDINGO* (this is not really a series, but numerous books written by Horner & Onstott and their imitators. All are soft porn and high demand).

CONAN Series

ESSENTIAL AUTHORS

Robbins, Harold***** (anything and everything, in quantity!)

Christie, Agatha

MacDonald, John D. (esp. Travis McGee series)

ASSORTED SUBJECTS:

WITCHCRAFT, VOODO, SPELLS, FORTUNETELLING

ESP, HYPNOSIS, OCCULT (including such fiction as The Exorcist)

POETRY (especially nauseatingly sappy LOVE poetry and anything by BLACK authors, e.g. Nikki Giovanni, Maya Angelou, etc. Some suggested authors for LOVE poetry: Jim Wortham, Leonard Nimoy, Rod McKuen, and others of that ilk).

SEX (need I say more?)

POPULAR PSYCHOLOGY AND SELF-IMPROVEMENT

Peale, Norman Vincent

Berne, Eric (Games People Play, etc.)

Harris, Thomas

PSYCHOLOGICAL FICTION (e.g., Sybil, One Flew Over the Cuckoo's Nest)

Carnegie, Dale

Freud, Sigmund

Fromme, Eric (esp. The Art of Loving)*

DRUGS, HIPPIE CULTURE, STREET LIFE

Examples: anything by Castaneda, Carlos*

Farina, Richard, Been Down So Long It Looks Like Up to Me

Hippie revolutionaries: Hoffman, Rubin et al.

"FIEND" books - about pimps and hookers and the street drug trade, esp.

See notes on Holloway House for Black materials, also other sources.

DICTIONARIES

PHILOSOPHY AND RELIGION (historical rather than proselytizing)

Especially: ZEN, BUDDHISM, other Eastern religions

BLACK MUSLIMS* (these are in short supply in the paperback market,

but get anything that's available and worry not about accuracy, etc/)

MAGAZINES*** (all of the following are essential)

PLAYBOY, PENTHOUSE, OUI, etc...of course.

NATIONAL GEOGRAPHIC

TIME, NEWSWEEK, etc.

HIGH TIMES, HEAD

HIT PARADER, ROLLING STONE

SPORTS ILLUSTRATED, SPORT, etc.

HOTROD, CAR AND DRIVER, etc.

EASYRIDER, CYCLE, etc.

EBONY, JET, BLACK STARS, JIVE, BRONZE THRILLS, BLACK SPORTS

PLAYERS, ESSENCE (women), HIP, WOW, RIGHT ON...

COMIC BOOKS

PEOPLE, US

DETECTIVE MAGAZINES (any)

CROSSWORD PUZZLES

Magazines are a staple because of the "high-interest-low-vocabulary" potential.

PHYSICAL FITNESS

Exercise

Yoga

Isometrics

MARTIAL ARTS*

Weight Training

CRIME AND CRIMINALS

Biographies of criminals

Famous trials and legal cases

Fictional accounts of gangsters (e.g. The Godfather)

Law for laypersons

PRISON LIFE

Cleaver, Eldridge, Soul on Ice*

Charriere, Henri, Papillon

Straight Time, On the Yard, Short Eyes, Six Against The Rock, etc.

ASTROLOGY

CARD GAMES AND CHESS

POPULAR ANTHROPOLOGY AND SOCIOLOGY

(Including textbooks, late secondary school, beginning college level)

Morris, Desmond

Packard, Vance

RIPLEY'S BELIEVE-IT-OR-NOT

GUINNESS BOOK OF WORLD RECORDS

Also any of the spin-off volumes

SPORTS

Newest biographies, statistics

GIBRAN, KAHLIL* (anything and everything)

APPENDIX C

SOME SUGGESTIONS FOR FREE AND/OR INEXPENSIVE SOURCES OF MATERIALS FOR JAIL LIBRARY COLLECTIONS:

MAGAZINES

"Undeliverable-as-addressed" from the post office.

Discards from local distributors.

Free and/or reduced rates from publishers (examples:

Playboy, High Times, Easyriders, Ebony, Jets Black Stars)

BOOKS

Gifts from library patrons and staff.

Discards from local booksellers.

Church and civic group donations

Publishers overstocks

APPENDIX D

DEFINITIONS

Jail collection: books and magazines obtained exclusively for use in jails; not formally checked out, but counted as general circulation as they are taken into jails.

Shakedown: periodic "cleaning out" of cells by correction officers, usually to retrieve extra clothing, etc. or to spotcheck for contraband (e.g., weapons, drugs, etc.)

Dead-lock: one person cells used for protective custody, cooling-off periods, discipline (different names in different places).

States: State-issued cigarettes; unfiltered and harsh.

Sally-port: entrance to jail; usually includes a drive-thru for dropping off prisoners from police cars.

Fiend or freak books: heavy on sex, no redeeming social value; about pimps, street life.

C.O.: corrections officers; less offensive term than guard.

The Man: Whoever's in charge.

Black literature: James Baldwin, et. al. and street fiction by authors such as Donald Goines.